



United States
Department of
Agriculture

Food and
Nutrition Service

New York
Field Office
(601)

201 Varick Street
Room 609
New York, NY 10014

Phone
212-620-7360

Fax
212-620-6948

Dear Retailer:

Thank you for your interest in the Food Stamp Program!

To participate, you must review the enclosed materials and submit a complete application form, including all required documentation. **Incomplete applications will be returned and will delay your participation in the Food Stamp Program.**

To complete your application, you must:

- Meet the basic eligibility criteria (refer to *Retail Store Eligibility* sheet),
- Completely fill out an application form, and
- Provide the required documentation (refer to *Application Checklist*).

Your field office has 45 days to approve or deny your application, once your application is complete. As part of the approval process, you may be required to review training materials provided by your field office. **You cannot accept Food Stamp benefits until your store has been approved under your ownership.**

As part of the approval process, a USDA representative or private contractor may visit your store to make sure the store is eligible to participate in the Food Stamp Program. The USDA representative or contractor should present photo identification and will look around your store. Private contractors must ask for written consent before looking at your store. The representative or contractor may take pictures, sketch the layout of the store, and look at your inventory. If your application is denied because your store does not meet the eligibility criteria, you must wait six months before you can submit a new application.

Follow the instructions on the next page to turn in your application to your field office. If you have any questions, please contact us or get more information from the USDA website at www.fns.usda.gov/fsp by clicking on "Retailers."

We look forward to working with you in the future.

Sincerely,

Gilda Torres
Joe W. Alston
Field Office OICs

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs or disability. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410

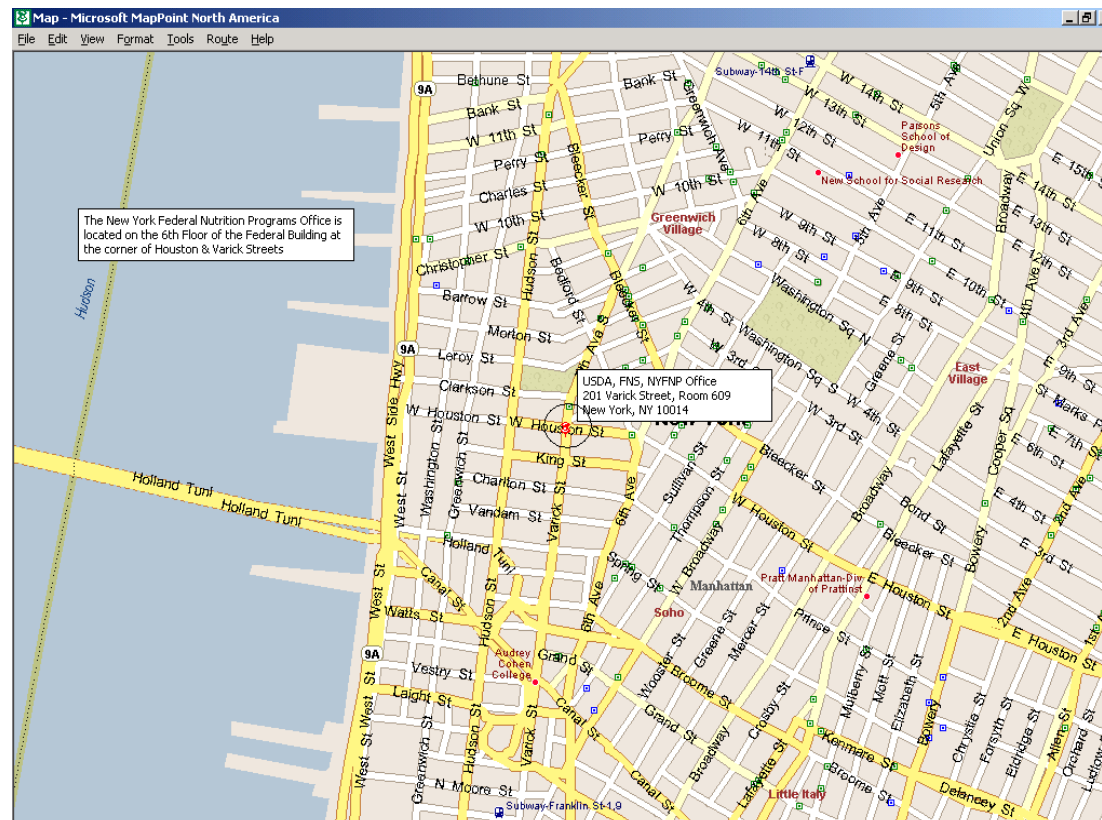
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The New York Federal Nutrition Programs (NYFNP) Office serves retailers in the Bronx, Brooklyn, Queens, Manhattan, Staten Island, Nassau, Suffolk, and Westchester Counties. Please contact this office at (212) 620-7360 if you have questions.

Send your application and required information to:

**USDA, Food & Nutrition Service
New York Federal Nutrition Programs Office (601)
201 Varick Street, Room 609
New York, NY 10014**

After you submit your application, a representative of the NYFNP Field Office will let you know whether you are required to attend training, and if so, will provide the date and time.



Please keep this map handy in case you are required to attend.